

UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT

Position Title:	Administrative Specialist
Opening Date:	March 19, 2021
Closing Date:	April 16, 2021 (or until filled)
Annual Salary Range (CL-26):	\$49,592 - \$80,596 Starting salary dependent upon qualifications, experience, and court funds.

The Circuit Executive's Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Administrative Specialist**. Applications are being accepted through **April 16, 2021** or until the position is filled.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, and resume detailing background, experience, and qualifications should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate "Administrative Specialist" in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Administrative Specialist supports administrative activities related to facilities management, procurement, construction, renovation projects and interior design for the Court of Appeals for the Eleventh Circuit (Court of Appeals) and the Eleventh Circuit Judicial Council (Judicial Council). The principal responsibilities of the position are to perform and coordinate administrative, technical and professional work related to financial, accounting, and budgetary activities for the Space and Facilities department. The Administrative Specialist ensures compliance with judiciary guidelines, policies and internal controls. This position prepares, updates, and analyzes a variety of accounting records, financial statements, and reports. The Administrative Specialist also oversees and assists with accounts payable and accounts receivable activities. This position is located in the Circuit Executive's Office (CEO) and reports directly to the Assistant Circuit Executive (ACE) for Space and Facilities.

DUTIES AND RESPONSIBILITIES:

- Monitor and coordinate the day-to-day facilities management issues and take appropriate action. Maintain files related to facilities management, space planning, and space and facilities projects.
- Provide the primary administrative support for all Judicial Council actions related to Space and Facilities. This includes tracking of annual submission dates, draft letters and other correspondence, draft and distribute ballots among Council members, and maintain permanent records of Council actions related to Space and Facilities.
- Maintain, reconcile, and analyze accounting records for Space and Facilities' allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties; Prepare, update, examine and analyze a variety of regular and non-standard reports. Design, develop and maintain spreadsheets and programs for analyzing financial information.
- Ensure that appropriate internal controls for disbursement, transfer, recording and reporting of monies are followed. Review vouchers related to expenses incurred by the court for appropriateness of payment.
- Submit reimbursable work authorizations (RWAs) to GSA; create, maintain and update electronic spreadsheets documenting RWAs for various funds.

- Retrieve electronic RWAs billing statements for payment. Identify obligating documents and route billing statements for approval.
- Enter payment data for approved billing statements in the electronic financial system.
- Create and maintain electronic spreadsheets of purchase orders, receipts and payments for various funds.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public as authorized, maintaining the confidentiality of sensitive matters.
- Prepare Space and Facilities' staff travel payment vouchers in the electronic financial system in accordance with existing policies and regulations.
- At the direction of the ACE for Space and Facilities, maintain master project timelines for ongoing Space and Facilities project and initiatives.
- Prepare executive correspondence and other materials from rough copy or own notes for the ACE's review and signature.
- Maintain Space and Facilities' permanent records of judicial council and court actions.
- Prepare correspondence, ballot and meeting materials for various Judicial Council, court and/or committee meetings.
- Receive property in absence of ACE for Space and Facilities, the Facilities Planner and/or the Architect/Project Manager.
- Perform other duties as assigned.

REQUIREMENTS: Incumbent must present a professional demeanor and possess exceptional interpersonal and organizational skills, as well as knowledge of policies, practices, and guidelines related to financial management. Ability to learn judiciary procurement policies and procedures. Ability to learn and adhere to standards and objectives of internal controls, government requirements, regulations and policies. Knowledge of financial and automated systems for invoice payment processing.

Skill in reconciling invoices, vouchers, and records of payments. Ability to make decisions based on thorough knowledge of policies, practices, and guidelines related to financial management. Ability to communicate effectively (orally and in writing). Skill in writing, drafting and proofreading documents for spelling, grammar, punctuation, style and abbreviations. Ability to interact effectively with individuals and groups. Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial systems. In addition, must be dependable, a team player, and capable of working effectively in a high volume, fast paced office. Ability to lift and move equipment and supplies (approximately 50 pounds).

The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy and tact at all times. The candidate must have the ability to consistently demonstrate integrity, sound ethics, exercise mature judgement and possess the ability to maintain strict confidentiality of all court matters.

QUALIFICATIONS:

- An associate's degree (or equivalent) from an accredited college or university.
- At least 3 years of progressively responsible administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position.
- Two years of specialized experience, including at least one year equivalent to work at the classification level 25 (CL-25).

DESIRED QUALIFICATIONS AND SKILLS: Preference will be given to applicants who possess the following:

- A bachelor's degree from an accredited college or university.
- Five or more years of administrative experience.
- Experience with property management, procurement, construction administration, GSA RWA submission procedures.
- Previous experience in a federal court or court or experience in a legal environment.
- Government administrative or financial experience.

CONDITIONS OF EMPLOYMENT: Applicants must be a United States citizen or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a ten-year background investigation with periodic updates every five years thereafter. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Courts are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

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EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 8/2016)